| King County | Department of Adult and Juvenile Detention<br>Adult Divisions<br>General Policy Manual | |
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| | **Chapter #**<br>**Administration and Personnel Management** | |
| **6.03.011 – Adult Age-Out Residents** | Approved By: | Director Allen Nance |
| | Effective Date: | November 8, 2025 |
| | Reviewed By: | PRC |
| Distribution: | Review Date: | November 7, 2025 |

**Purpose**
To establish guidelines for the treatment of Adult Age-Out Residents (AAOs).

**Policy**
It is the policy of DAJD that the placement of AAOs into Restrictive Housing is prohibited unless, based on the AAO's behavior, it is necessary to prevent imminent and significant physical harm to the AAO or others, and there are no less restrictive alternatives. Restrictive Housing of AAOs shall not be used for disciplinary purposes.

**References**

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| Federal: | PREA |
| DAJD Policies: | 6.01.002 - Classification Reviews |
| | 6.03.001 - Restrictive Housing |
| | J-RJP-08.000 - Restrictive Housing |
| Forms: | AAO Restrictive Housing Monitoring Checklist |
| KCC Ordinance: | Restrictive Housing Ordinance 18637 |

**Definitions**
**Adult Age-Out Resident (AAO):** Those individuals who are 18 years of age or older who have either transferred to adult detention due to turning 18 years of age or who are entering solely on Juvenile probation or parole cases.

**Restrictive Housing:** For the purposes of this policy only, the placement of an AAO in a locked room or cell, alone, with minimal or no contact with others - other than corrections, program or medical staff, and attorney of record; except that the following placements do not constitute Restrictive Housing and do not require the completion of the JMS AAO Restricted Housing Check tab:

A. Processing an AAO through the booking, intake, and assessment process where they may be placed in a single cell or interview room while necessary paperwork, orientation, or assessment screening are completed.
B. Placing an AAO in a single cell for a short period of time to address security, maintenance, or facility emergency issues such as a flood, fire, facility disturbance, security breach, etc., not based on the AAO's behavior,

C. Placing an AAO in a single cell during routine rack back to conduct security checks, headcounts, inspections, and other scheduled unit activities as outlined in unit post orders,
D. Placing an AAO in a single cell during ordinary scheduled unit sleeping, or rack-back periods,
E. Placing an AAO in a single cell for court, triage, medical or dental visits,
F. Allowing an AAO to stay in a single room or cell, to include in a unit designated as Restrictive Housing, based on their **voluntary** desire to rest or be alone.

For the purposes of this policy Group Maximum Security, David Unit at the MRJC, or any other split rack unit is considered Restrictive Housing.

For the purposes of this policy medical or psychiatric housing is not considered Restrictive Housing.

**Cool Down Period:** A period of time, not exceeding two hours, when a AAO whose behavior presents a Security Issue is racked back, alone, with minimal or no contact with others, other than corrections or medical staff.

**Risk Assessment**: An assessment made by the appropriate corrections staff to determine whether the AAO presents a Risk of Physical Harm.

**Risk of Physical Harm:** An AAO presents a Risk of Physical Harm if the AAO's behavior creates a risk of imminent and significant physical harm to the AAO or others. Typical behaviors which may lead to a determination that an AAO creates a Risk of Physical Harm include threats to staff or others, or physically aggressive behavior. A major destruction of property or facility disturbance may create a Risk of Physical Harm if such behavior creates a risk of imminent and significant physical harm to the AAO or others.

**Security Issue:** Any behavior that may impair the safe and secure operation of the facility. That includes, but is not limited to, behavior that constitutes a Risk of Physical Harm.

## A. AAO Booking or Transfer Procedure

1. Individuals under the age of 18 shall not be housed in an adult jail facility.
2. If a court is hearing a motion to house an individual under the age of 18 in an adult facility, DAJD's attorney will be immediately contacted.
3. If a court orders an individual under the age 18 to be housed in an adult facility, the Adult Divisions will follow Juvenile Division policy J-RJP-08.000 - Restrictive Housing.
4. Whenever an AAO is booked or transferred into adult detention, classification staff will add a JMS alert, so that anyone reviewing a resident's record can easily identify an AAO.
5. The booking officer will print a deck card for every resident booked into adult detention. For AAOs, the booking officer will print a second deck card on yellow paper, in order to easily identify an AAO. In addition to making the yellow deck card for AAOs, the booking officer will send an email to "ZZGrp, DAJD Juvi Decline Notification" and provide the individual's name, BA or UCN, charge, and facility location, to notify appropriate staff of an AAO booking.
6. The booking officer will notify Classification staff assigned to ITR when an AAO is transferred or booked into adult detention.
7. If an AAO resident is infracted for rule violations that warrant removal from the unit or general population housing, the yellow deck card will alert the unit officer that an

immediate review is required by the on-duty shift sergeant. This is necessary anytime an AAO's behavior warrants the temporary transfer to Restrictive Housing.

## B. AAO Transfer from Juvenile Division Sergeant Responsibilities

1. In order to build a rapport, and ease the transition with the AAO transferring into the Adult Division, while reducing fear and anxiety in the AAO, the ITR sergeant or designated sergeant/acting sergeant:
   a. Will be notified by automated email of a pending AAO transfer.
   b. Will meet with the AAO Face to Face at the Juvenile Division prior to the AAO's transfer and document the meeting in the Roster Management Shift Notes.
   c. Will discuss with the AAO topics pertaining to the transition, which may include, but are not limited to:
      1) Charge information
      2) Family
         a) Parents/Siblings/Guardians
            1) Are they local
         b) Partner/Children
            1) Children ages
            2) Visits
      3) Friendships
         a) Positives influences
         b) Negative influences
      4) Support
         a) Family and friends visits
         b) Supportive social structure while in custody
      5) Education (Advise AAO that Programs staff will follow up directly.)
         a) Education history
         b) Last grade completed
      6) Jail Policy and Use of Force
         a) Address the differences between the Juvenile and Adult Divisions
      7) The Resident Handbook (a copy will be provided)
      8) Jail Overview
         a) Floors/Housing
         b) Commissary, visitation
         c) Kites/Grievance Processes
         d) Custody Level
      9) Future Plans
         a) Programming needs/interest
2. Classification staff will meet with AAO after a brief transition period, but within 24 hours, and conduct an initial assessment, followed by 30-day reviews.
   a. Answer any additional operations questions the AAO may have.

## C. Procedures

1. AAOs will not be placed into Restrictive Housing unless the AAO poses a Risk of Physical Harm and there are no less restrictive alternatives.
2. Restrictive Housing shall not be used for disciplinary purposes.
3. An AAO who presents a Security Issue may be placed in their cell for a Cool Down Period not to exceed two hours.

a. The JMS AAO Restrictive Housing Checks must start when an AAO is placed in their cell, even for a Cool Down Period of less than 2 hours.
b. For KCCF, when the AAO cannot be placed in their own cell for a Cool Down Period, they should be placed as available in the following order;
    1) Another single occupant cell on the same floor
    2) Multi-Purpose room on the same floor
    3) Yard (weather permitting) on the same floor
    4) Visiting booth on the same floor
    5) RH cell on another floor
    6) ITR side cell
c. For MRJC, when the AAO cannot be placed in their own cell for a Cool Down Period, they should be placed as available in the following order;
    1) Another single occupant cell;
    2) Another single occupant cell in NE;
    3) ITR holding cell;

4. If an AAO is not transferred back to general population (GP) housing following a Cool Down period, the on-duty shift sergeant will perform a Risk Assessment to determine whether the AAO can be placed in Restrictive Housing and notify the on-duty shift commander.
5. The shift commander is responsible for notifying the division major by email anytime an AAO is placed in Restrictive Housing.
6. A Risk Assessment must subsequently be performed every four (4) hours, except during sleep periods, and documented in the JMS AAO Restricted Housing Check tab.
7. If the AAO is not transferred back to GP housing following a Cool Down period, the unit officer is responsible for notifying the sergeant on duty. The unit officer must also notify Jail Health Services (JHS) to request an evaluation and document the notification in the JMS AAO Restricted Housing Check tab. JHS staff will evaluate and assess the AAO to identify potential health needs or possible symptoms of serious mental illness.
8. If the AAO is not released from Restrictive Housing within eight (8) hours, the sergeant on duty will notify JHS and request a referral to Jail Health Psychiatric Services (JHPS), and document in the JMS AAO Restricted Housing Check tab.
9. If the AAO is not released from Restrictive Housing within sixteen (16) hours, the sergeant on duty will notify Classification and JHS staff. Classification staff will be responsible for developing a behavior management plan in consultation with Corrections staff and JHS. The unit officer is responsible for documenting the notification in the AAO Restricted Housing Check tab.
10. If the AAO is not released from Restrictive Housing within sixteen (16) hours, the sergeant on duty will notify JHS who will begin to assess the AAO daily. Upon notification, JHS will begin to assess the AAO daily, and inform the unit officer who will document the notification in the AAO Restricted Housing Check tab.
11. An AAO will be removed from Restrictive Housing when it is apparent that the AAO no longer presents a Risk of Physical Harm. The shift commander is responsible for the ongoing monitoring of an AAO in Restrictive Housing with appropriate staff and removing the AAO from Restrictive Housing when appropriate. The unit officer is responsible for documenting when an AAO is released from Restrictive Housing in the AAO Restricted Housing Check tab.

## D. Programs

1. Programs staff are notified when then email is sent to the "ZZGrp, DAJD Juvi Decline Notification" email v that an AAO has been booked or transferred into adult detention and will be responsible for contacting the AAO within 72 hours of the transfer or booking. Programs staff will inquire about school and offer other available programming. If the AAO is eligible and opts to participate, programs staff will be responsible for enrolling them.